

GETTING STARTED – SKYPE FOR BUSINESS

The new **Skype for Business** has many of the same features that allow us to collaborate:

- Audio and video conferencing
- Screen sharing
- IM ability and VOIP calls

Now, it will have the new **Skype** look and feel, with additional integration into Outlook 2013.

WHAT WILL CHANGE?

- The icons for Lync will change to “**Skype for Business**.”
- “Lync Meeting” will change to “**Skype for Business Meeting**”
- The first time you start up after the updates you may notice that a **Skype for Business** screen is presented briefly. The sign-in and dialogue window will also refer to **Skype for Business**.

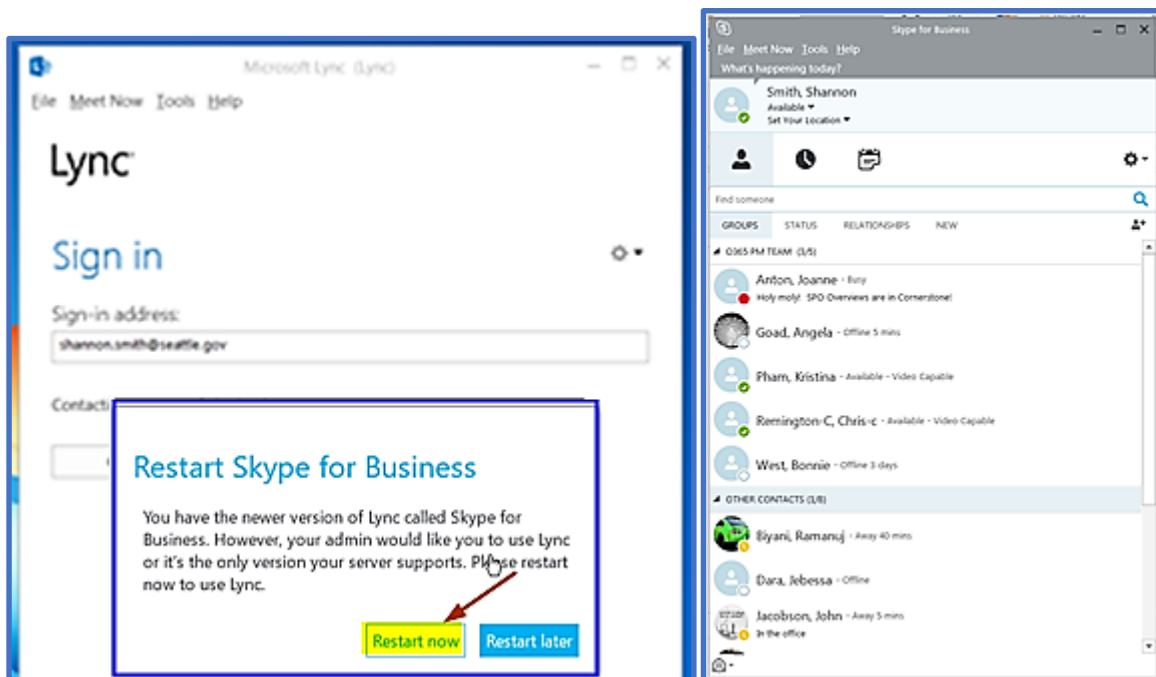
The first thing that will occur is a prompt to restart Lync. Once the restart occurs, and sign-in is complete, the new **Skype** interface will appear. There will be a short tutorial as part of the change that will review the collaboration tools available.

WHAT YOU NEED TO DO:

The first time you launch “**Skype for Business**” you will be presented with a prompt to restart **Skype for Business**. Select “**Restart Now**.”

HOW LONG DOES IT TAKE?

This should take just a couple of minutes to complete the updates and restart **Skype for Business**



HOW-TO QUICK START GUIDES AND VIDEOS

For easy to follow steps and instructions on how to use **Skype for Business**, click the **Skype** icon in **WHAT'S NEW IN MY OFFICE PROGRAMS**